



ISD Acceptance Test Readiness Review (ATRR) Checklist

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Approved By: (signature)
Name: Joe Hennessy
Title: Chief, ISD

Responsible Office: 580/Information Systems Division (ISD)
Title: ISD Acceptance Test Readiness Review

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ISD Acceptance Test Readiness Review (ATRR) Checklist

At the ATRR, the acceptance test team meets with the product development team, project and immediate line management, customer, testers, users, and other interested parties to review the results of testing completed to date, to evaluate preparedness for acceptance testing.

Use the following checklist to ensure that key stakeholders are all included in this review, the proper status information is presented for review, and a decision can be made to proceed with Acceptance Testing.

☐ **Introduction**

☐ **Agenda**

- ☐ Goals of this review; review prerequisites, scope (e.g., all subsystems, COTS/GOTS, database schemas, & firmware), agenda, and products
- ☐ Introduction to the review panel and review process to be followed (e.g., Request for Action (RFA) or Review Item Description (RID) reports, schedule)

☐ **Project Overview**

- ☐ Purpose and overview of the software project or overall Mission project (e.g., mission goals, orbit, launch vehicle, operational characteristics)
- ☐ Software project organization and key personnel, including (if applicable) how the project fits within the overall Mission organization and identification of the project's systems engineers at the Mission Project level
- ☐ External dependencies

☐ **Software Development Status**

- ☐ Confirm that documentation baselined in previous reviews (SRR, PDR, CDR) are updated and current
- ☐ Present software test results for code and unit testing
- ☐ Confirm requirements and design documentation are all up to date
- ☐ Confirm code and peer review documentation has been reviewed and approved
- ☐ Confirm test plan includes all possible test scenarios
- ☐ Confirm Software Requirements Traceability Matrix (SRTM) has been updated with all requirements plus any necessary corrections due to discrepancy reports
- ☐ Confirm all requirements have been included in test procedure document and these test requirements are uniquely identified and traceable in the SRTM.
- ☐ Present summary of Quality Assurance (QA) activities used during development
- ☐ Describe any current risks, issues, or requests for action (RFAs) that require follow-up and how they will be tracked to closure.
- ☐ Describe lessons learned from this effort and whether they have been added to the database.

☐ **Software Test Process**

- ☐ Software test levels and Organizational responsibilities
- ☐ Name the test team members, their roles in the testing, and the Organization to which they belong
- ☐ Describe the Build and System Test Methodology
- ☐ Describe the Software test standards including use of CM
- ☐ Describe Software test environment
- ☐ Describe Discrepancy Reporting System
- ☐ Describe how Test Progress is tracked
- ☐ Describe any safety and security issues relevant to the testing activity
- ☐ Describe all workarounds and non-functioning software components

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- ☐ **Review Results of Testing completed to date**
 - ☐ Objectives of tests to be run
 - ☐ Summary of Test results to date
 - ☐ Tests performed
 - ☐ Successful Tests
 - ☐ Known problems
 - ☐ Waivers
 - ☐ Issues
- ☐ **Status of Acceptance Test Readiness**
 - ☐ Describe the System Test Approach
 - ☐ List all Requirements Documents that are relevant to this testing
 - ☐ Describe the Configuration for system testing
 - ☐ Describe how Test Results will be Analyzed including the division of responsibility
 - ☐ Describe the Acceptance Test testbed setup (hardware)
 - ☐ Describe the setup and use of Simulators or other Test tools
 - ☐ Describe the limitations of the testbed
 - ☐ Describe those tests that require hardware for verification
 - ☐ Describe at a high level what each test does, how long it lasts, and any special circumstances
 - ☐ Evaluate preparedness for Acceptance Testing
 - ☐ Collect and Track all Requests For Action (RFAs) that result
 - ☐ Decision to proceed to Acceptance Testing
- ☐ **Test Schedule – (if yes to proceeding to Acceptance Testing)**
 - ☐ Describe current system test status
 - ☐ Describe plans for Acceptance Test
 - ☐ Describe Acceptance Test acceptance criteria
 - ☐ Issues and Concerns
 - ☐ Test Schedule